

County of San Diego
Revised: May 8, 2001
Reviewed: Spring 2003

MAIL CLERK DRIVER
SENIOR MAIL CLERK DRIVER

Class No. 003039
Class No. 003074

DEFINITION:

To collect, sort, process and deliver county departmental mail and U.S. mail; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The Mail Clerk Driver class series is distinguished from Delivery Vehicle Driver in that the latter is responsible for loading and unloading vehicles in the delivery of a wide variety of materials, and operating vehicles and other equipment that require a Class B California driver's license. Positions in these classes are generally allocated to the Health and Human Services Agency and/or the Probation Department.

Mail Clerk Driver:

This is the entry/journey-level class in this series. Under general supervision, incumbents collect, sort, process and deliver mail.

Senior Mail Clerk Driver:

This is the lead-worker class in this series. Under general supervision, incumbents provide technical guidance and training to Mail Clerk Drivers and may supervise subordinate workers on a shift. This class differs from the next higher class, Mail Systems Specialist, in that the latter is a first-line supervisor responsible for the direction of multiple shifts in the county's centralized mail system unit located in the Department of General Services.

EXAMPLES OF DUTIES:

Collects, sorts, processes and delivers county mail and U.S. mail to county departments or offices; provides information to county offices regarding postal rates and schedules; operates a county vehicle from collection points to mail rooms on a regular schedule, and to the U.S. Post Office for large mailings; may carry county warrants; operates folding, inserting and other mail processing machines; maintains record of mileage; sorts county mail by department and U.S. mail by zip code; maintains records of certified and registered mail for department; and performs related clerical work within mail room to facilitate mail room operations.

Senior Mail Clerk Driver:

All of the duties listed above and: provides technical training and guidance to Mail Clerk Drivers; may assist in the supervision of subordinates on an assigned shift; assists in establishing mail routes and schedules; prepares weekly assignment schedule for drivers; maintains a variety of records including records of postage usage and vehicle maintenance; insures that vehicles are properly maintained; delivers payroll warrants to county departments; processes certified and registered mail; answers telephone; and makes routine mail or special deliveries when required; may act as back-up to the Mail Systems Specialist.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Mail Clerk Driver
 II = Senior Mail Clerk Driver

Knowledge of:**I II**

T	T	California motor vehicle code and safe driving practices.
T	T	Rules of safe vehicle operation.
G	T	Map reading techniques.
G	T	Effective customer service techniques.
G	T	General office practices and procedures that pertain to mail center service.
--	T	Methods of planning, scheduling and assigning work.
--	G	U.S. Postal Service mailing regulations and rates.
--	G	Supervision and training principles and practices.

Skills and Abilities to:

The following apply to both classes:

- Operate motor vehicles safely.
- Weigh, sort and meter mail, including processing of certified and registered mail.
- Operate, maintain and make minor repair to mail metering, letter opening, and folding machines.
- Establish and maintain cooperative and professional customer relations.
- Communicate effectively in oral and written form.
- Maintain accurate records.
- Meet established deadlines for mail collection and delivery.
- Work independently with minimal supervision.

EDUCATION/EXPERIENCE:

Education, training, and/or experience that would likely demonstrate the knowledge, skills and abilities stated above.
Examples of qualifying education/experience are:

Mail Clerk Driver:

1. Three (3) months of experience operating a vehicle for commercial or delivery purposes; OR,
2. Three (3) months of experience working in a mail room; OR,
3. Six (6) months of full-time paid experience working as a clerk, or in a similar position in an office setting.

Senior Mail Clerk Driver:

1. Two (2) years of experience as a Mail Clerk Driver in the County of San Diego; OR,

2. One (1) year or more of full-time paid experience in the central mail distribution center of an organization having more than 10,000 employees, or in the U.S. Postal Service, which included lead-worker or supervisory responsibility.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license, which must be maintained throughout employment, is required at time of appointment.

Physical Requirements:

Strenuous physical labor on a continuous basis, including lifting objects up to 50 pounds.